

JOB DESCRIPTION

Commercial Projects Officer

Level:	Level 3
Position Number:	40000995
Location:	Northam
FTE:	1.00
Division:	Training, Profile Operations
Branch:	Community, Health & Business
Agreement:	Public Sector CSA Agreement 2024 (and subsequent agreement/s)
Award:	Government Officers' Salaries Allowances and Conditions Award 1989

ABOUT THIS POSITION

The Commercial Projects Officer will assist in the delivery and administration of commercial training programs and assigned projects in the Wheatbelt region. This role will provide general support to the Northam campus to help ensure commercial programs run smoothly and meet client needs.

Working under direction, the Commercial Projects Officer will assist with administrative tasks, maintain accurate records, and help provide clear and timely information to students and clients. They will contribute to a customer-focused service by supporting stakeholder communication and helping ensure accurate and up-to-date course materials and information are accessible.

This position requires strong attention to detail, sound organisational skills, and a willingness to support project coordination, compliance activities, and stakeholder engagement under the guidance of Managers.

POSITION'S RELATIONSHIPS

THIS POSITION REPORTS TO:

Portfolio Manager Community Health & Business	Northam	Level 7
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OTHER POSITIONS REPORTING TO ABOVE POSITION:

Lecturer x 24	Northam	Grade 1 - 9
Portfolio Assistant	Northam	Level 2

OFFICERS UNDER DIRECT RESPONSIBILITY:

Nil

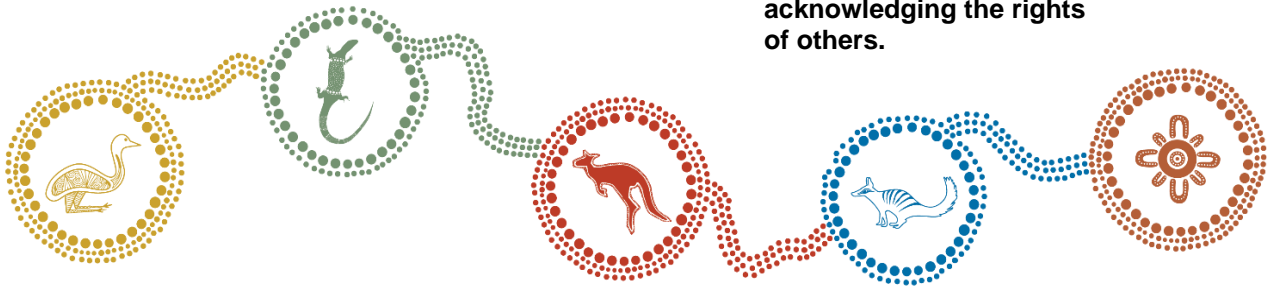
OUR VALUES

INTEGRITY

We are genuine, honest, and apply high ethical standards.

RESPECT

We treat everyone fairly, valuing the difference between people, taking their preferences into consideration, and acknowledging the rights of others.



COLLABORATION

We work together as a team and communicate openly and honestly with each other. When one does well, we all do well.

INNOVATION

We have a 'can do attitude' and seek solutions that are imaginative, championing flexible thinking and approaches.

COURAGE

We respond to challenges, take appropriate risk and accept responsibility for our actions. We are resilient and positive and show trust in each other.

KEY ROLE INFORMATION

KEY RESPONSIBILITIES OF THE POSITION:

- Supports the coordination of the College's commercial training programs and assigned projects in the Wheatbelt.
- Assists with the development and implementation of commercial and other assigned projects.
- Liaises with stakeholders to build relationships and support commercial project outcomes and revenue.
- Assists with the submission and implementation of grants, resources, projects and licencing contracts for commercial delivery.
- Monitors and reports on activities and progress towards commercial targets.
- In conjunction with the Portfolio Manager, works closely with the Managers of Industry Engagement, Commercial Coordinators and local industry & community groups to identify current and future commercial training needs, trends and business opportunities.
- Works with the marketing team to coordinate the effective promotion and advertising of commercial activities.
- Liaises with client services staff to ensure appropriate use of student management systems.

SELECTION CRITERIA

The selection process includes assessing applications against the responsibilities, and the role specific requirements of the position, within the context leading others and the ability to demonstrate and apply the expected leadership behaviours.

ESSENTIAL:

- Demonstrated experience providing administrative and operational support for commercial projects and/or training programs.
- Sound interpersonal skills, including the ability to liaise confidently and effectively with internal and external stakeholders.
- Well-developed organisational skills with the ability to work autonomously where required.
- Demonstrated experience in the use of technology, including Microsoft Office, social networking and project management software.

DESIRABLE:

- Tertiary/Vocational qualification in project management, education, business or management, or evidence of working towards this qualification preferred.
- Experience in a training work environment.

OTHER REQUIREMENTS

- May, on occasions, be required to work extended hours to meet client demands in setup and operation of commercial programs.
- May be required to work from any College campus.
- Possession of a C or C-A Class Driver's Licence.
- Possession of a current Working with Children Check.
- A successful criminal record screening clearance (Nationally Coordinated Criminal History Check – Department of Education).

CERTIFICATION

The details contained in the document are an accurate statement of the position's responsibilities and requirements.



Karen Watts
A/Managing Director

28 May 2025



OFFICIAL

LEADERSHIP CONTEXT

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

THE LEADERSHIP CONTEXT FOR THIS ROLE IS: LEADING OTHERS.

Leadership Expectations provide a clear understanding of expected leadership behaviours for all public sector employees in different contexts. The expected behaviours (see below) should be demonstrated in the context of Leading Others for this position.

Lead collectively	You work proactively to create shared thinking and understanding across your team. You accept responsibility for contributing to the collective strategy of the College and adopt a perspective that embraces all those you lead.
Think through complexity	You think critically and strategically to solve problems and enhance effectiveness across your team.
Dynamically sense the environment	You adapt your approach to changes in the work environment that affect or may impact the ability of your team or work group to deliver outcomes. You seek to understand the root cause of problems by investigating multiple sources of information.
Deliver on high leverage areas	You identify and understand the competing priorities of your work area, prioritising essential tasks and adjusting as appropriate. You assign tasks and delegate appropriately.
Build capability	You contribute to the development of those in your team or work area by understanding their current capabilities and striving to develop them further.
Embody the spirit of public service	You ensure your work practices and those of your team or work area are in accordance with the policies and procedures of the College. You lead by example, promoting and role modelling behaviours and respect for others in all aspects of your work.
Lead adaptively	You are continually learning and adapting your personal style and approach to be effective in the changing work environment.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.